

From the Office of

**United States Senator Joe Manchin**

# Retroactive Military Recognition Checklist

*It is my honor to request retroactive military awards, replacement medals, or other military actions on your behalf. One of the great honors I have had as a United States Senator was successfully requesting a long-overdue Purple Heart for Korean Prisoner of War, Willie Lewis. As such, I would like to do all that I can to always assist you in getting proper recognition for your military service.*

*While I am not in the position to grant the award, I will ensure that your packet gets a fair and thorough review. I have developed a checklist for submission in order to assist you with the process. Please provide as much information as possible so that I can forward your packet to the Department of Defense or the appropriate military branch of service.*

*The following is the checklist for submission of awards:*

- ☐ Privacy Act Release Form, which my office can provide to you
- ☐ Sworn Statements, which can include eyewitness statements attesting to the act(s) of valor or service performed, affidavits, etc. Corroborating evidence is best provided by former commanders, leaders, and fellow comrades who had personal knowledge of the circumstances and events relative to the recommendation
- ☐ DD214 or DD256, if service member is separated from the military
- ☐ Requested Award using the appropriate form. For example, an Army Soldier would use Department of the Army Form 638, Recommendation for Award
- ☐ Certificates and any other related documentation
- ☐ Military service and medical records, which my office can provide assistance in obtaining
- ☐ Additional information may be required, depending upon the award and branch of military

*Please contact my office and you will be assigned a caseworker to assist with this process.*

**United States Senator Joe Manchin**

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